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Records 3

STAT

Administrative Services
Attn: [redacted]rea Safety Officer
Acting Chief, Records Management
& Distribution Branch
CIA Safety Manual

24 May 1951

1. In response to the request made by the CIA Safety Officer, dated 21 May 1951, the following number of copies within each group of the Safety Manual will be required by this office:

GROUP	NO. COPIES
1	7
2	4
3	8

STAT [redacted]

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ADMINISTRATIVE SERVICES OFFICE

ORGANIZATION AND FUNCTIONAL STATEMENT

APRIL 1951

RECORDS MANAGEMENT AND DISTRIBUTION BRANCH

Formulates, defines, develops, pursues, directs and controls CIA Records Management Program and trains personnel therefor.

VITAL MATERIALS SECTION

1. Analyses, schedules, receives and duplicates Vital Materials to produce storage copy.

2. Indexes reproduced copy by project, reel and frame numbers, and date.

3. Determines flow of materials to repository for safe keeping by both direct and indirect methods of deposit.

RECORDS ANALYSIS SECTION

1. Inventories, analyses and evaluates record material of CIA components by organization and function.

2. Determines status of material as record, nonrecord, current and noncurrent and recommends disposition action as appropriate for destruction or transfer of material to CIA or National Archives.

3. Pursues studies to evaluate use of filing systems and equipment, and determines possible standardization thereof.

4. Conducts surveys for application of improved methods, techniques and labor saving devices to obtain efficient operation of files and file systems and reductions in costs of preparation, maintenance and storage of records.

5. Evaluates progress obtained in regrading classified material and determines notification processes thereof, as appropriate.

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ARCHIVES SECTION

1. Receives, sorts, analyses, indexes, files and retains record material of enduring value.

2. Performs searching and distribution services.

3. Transfers selected material to National Archives, as directed.

4. Disposes of material by destruction, salvage or gift, as appropriate.

MAIL CONTROL SECTION

1. Receives, distributes, collects and dispatches all official CIA mail, both foreign and domestic.

2. Maintains current files and index records of CIA Administrative correspondence.

3. Classifies, catalogs and indexes incoming correspondence for filing.

4. Provides inter-office collection and delivery service at scheduled intervals throughout CIA, using messengers and couriers.

5. Provides regular courier runs to other government agencies in the Washington area, and special courier service in matters of official urgency.

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